

S E C R E T

MINUTES OF DEPUTY DIRECTOR (SUPPORT)

STAFF MEETING

27 July 1955

1. Colonel White noted upon opening the meeting that he expected to be absent from his office from 4 August through Labor Day. Preparatory to his departure Mr. Lloyd will be handling all new business while he disposes of current business presently in his hands.
2. In commenting upon the subject of DD/S staff meetings, Colonel White stated that these meetings had not been held as regularly as he had hoped and intended. Several Office Heads have suggested more regular meetings which would facilitate the prompt receipt of pertinent DD/S information first-hand from the Deputy Director (Support). Colonel White agreed with these suggestions but, at the same time, reminded those present that Agenda items were seldom forthcoming from the various offices and that he had frequently postponed meetings because of a lack of appropriate business. Mr. Saunders said that he did not believe meetings should be held unless pertinent business warranted a meeting. Mr. Reynolds agreed with Mr. Saunders but felt that Office Heads frequently had business items warranting discussion which simply were not introduced at meetings. Colonel White encouraged all Office Heads to freely propose Agenda items in the future, and, Mr. Lloyd added that failure to register business on the Agenda did not preclude its discussion at a meeting.
- Colonel White noted that the Director's new Executive Dining Room could accommodate the assembled group if there was interest in re-establishing luncheon meetings. Approval of this practice was unanimous and Colonel White said that he would look into the matter in the near future. Such luncheons would be held once a month on the Wednesday meeting day.
3. Colonel White commented briefly on the current status of the new building. Specific Congressional action was described but final resolution of the matter is yet to be determined. At this time Senate and House conferees are meeting and a definitive position should be reached before this session of Congress ends. Colonel White feels that the building per se is assured, and during the past week the Director openly expressed strong interest in the Langley site. Action by Fairfax County people has been strongly in favor of our locating at Langley despite publicized opposition from a small minority of the residents. Mr. Reynolds asked about the basic building plan and was informed that a \$46 million rather than \$50 million appropriation might bar the wing-type building favored; the lesser appropriation might call for the cheaper block type of construction.
4. Colonel White remarked upon office reports pertaining to Foreign Travel under the Area Familiarization and Survey Program. Of three reports received, none was considered within the concept of travel primarily intended to familiarize the traveller with a given area, which is the objective of the Program. He expressed doubts that DD/S offices, except the Office of Training, would have much opportunity to take advantage of the program since it is expected to remain largely an operational support function.

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5. The Clark Task Force Report was commented upon briefly. OCD has copies of the unclassified report, although the supply is limited. Colonel White has the classified report, the substance of which will not be given wide dissemination. Colonel White noted that it was unlikely that there would be any major changes in the present support organization. He encouraged Office Heads to cite for their people the fact that the Clark Committee thoroughly reviewed several years' accumulation of adverse criticism of the Agency from all manner of public and private sources, and we may be justifiably proud that the Committee found nothing of real consequence which reflected ill upon the Agency and its employees.

6. Opinion was solicited concerning the desirability of conducting the Special Clandestine Services Orientation Course on a two-week, half-day or one-week, full-day basis. There being no strong feelings expressed on the matter, Colonel White said the course would undoubtedly continue on the two-week, half-day schedule.

7. Colonel White advised that he was scheduled to review the on-duty personnel strength and ceiling situation with the Director on 30 July. His remarks on this subject pointed up the necessity for careful scrutiny by each office of its personnel strength and the continuous need for the Agency to effect personnel economies.

8. The meeting was concluded with advice from Mr. Lloyd that copies of the government publication, "Plain Letters," had been distributed to component training officers and were readily available in each Office. He urged, with strong endorsement by Colonel White, that this booklet on improved writing be read, and pertinent suggestions followed, by all those who prepare or edit official correspondence, particularly correspondence being prepared for signature by the DD/S or the Director.

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